

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM



**STUDENT ATTENDANCE AND EVALUATION FORM**

*Last Name*

*First Name*

*Class*

*Training Site*

*Supervisor*

**TIME CARD**

Time trained is to be recorded daily by the student and verified by the job supervisor. Absences are to be recorded by placing "A" in the column following that date.

Date	Time In	Time Out	Training Hours	Task Completed

**STUDENT EVALUATION**

Please evaluate the student's performance for each of the times listed.

- 5 Excellent performance of competency
- 4 Good performance with limited supervision
- 3 Satisfactory performance at job entry level
- 2 Lacks sufficient job entry skills
- 0 Absent/No participation

**Rating Items:**

- \_\_\_ **Responsibility** – Reports promptly and follows directions.
- \_\_\_ **Performance** – Demonstrates skill accuracy.
- \_\_\_ **Cooperation** – Gets along well with supervisor and fellow workers.
- \_\_\_ **Initiative** - Trains with minimum supervision. Self-motivated.
- \_\_\_ **Appearance** - Is neatly dressed and properly groomed. Follows dress code standards.

Areas where student excels:

List specific ways to improve low performance:

**SIGNATURES:**

*Job Supervisor*

*Date*

*Student*

*Date*

I-227